

	Task	Responsible POC	Status/Timeline
1	Council Session Substantive Design		
	Draft Plan	OITA	
	Annotated Agenda	OITA	
	Draft Notional Itinerary	OITA	
2	Communications		
	Establish objectives, messaging, and proposed timing for council session	AO/OITA	Proposed & Ongoing
	Communications Strategy Outline	OITA	Completed
	Finalize Speeches	Speechwriter	
	Finalize Media Plan	OPA	
	Communicate schedule changes to delegation		
	Photos for Social Media		
	Update OITA CEC website	OITA	
3	Contact Leads & Responsibilities		
	Identify team member responsibilities	OITA	Luis – Feb 1st
	Identify Mission Points of Contact for AO- Sarah Security - TBD Advance - Millan Public Affairs - TBD Speech Writing - TBD	AO, OITA, Security, Public Affairs	
	Secretariat		
	Other	TBD	
	Convene EPA Kick-off Planning Meeting with Advance, Press, Security, OITA	OITA	TBD (consulting with Jane)
	Convene Interagency Meeting (Agenda - Check on status of projects, Update on Council Session)		Week of Jan. 29th
4	Venues (Hotels, Event Locations)		

Hotels: Skirvin & Sheraton		
Event Locations: <ul style="list-style-type: none"> • Skirvin - Ministers' Stay • Sheraton Hotel (JPAC Public Meeting, Delegations & Public Lunch, Official Opening of Council Session, Council In-Camera Session, Council Public Session) • Cowboy Museum, Broadway10, Jones Assembly or Kitchen 324 - (Ministers' Lunch) • National Cowboy and Western Heritage Museum - (Day 2 - Delegations/Public Lunch) • Oklahoma National Memorial and Museum (Ministers' Private Tour) • Chickasaw Ballpark • US National Weather Center at University of Oklahoma (Federal-State-Academic Partnerships) • Fabrication Lab @ University of Oklahoma (Youth Innovation) • Governor's Mansion - (Ministers + Delegations Closing Dinner) 		
Set up rooms for registration area	Secretariat	
Room needs: <ul style="list-style-type: none"> • JPAC Public Meeting (180 people) • Delegations & Public Lunch (180 people) • Opening Reception (180 people) • Council Private Breakfast (6-9 people) • Council In-Camera Session (100 people) • Council Public Session (180 people) • 3 meeting rooms for US, Canadian, Mexican Delegations (15 people) • 2 meeting rooms for JPAC and Secretariat Delegations (20 people) • 1 VIP room for trilateral meeting (9 people) • GSC/SEM (6 people) • Media (10 people) • Restaurant or Venue for Closing dinner (180 people) 	Secretariat/OITA?	
Conduct Substantive Scoping Mission/Advance		

5 Delegations & Travel Logistics & Security		
<u>US Delegation Members</u> <ul style="list-style-type: none"> • Administrator Scott Pruitt • Sarah Greenwalt • Millan Hupp • Press Lead • Jane Nishida • Mark Kasman • Luis Troche • Nadtya Hong • Marta Jordan • Security team including advance 		
<u>Canadian Delegation Members</u> <ul style="list-style-type: none"> • Minister McKenna • • • • Carolina Seward • Agusti Bordas Cusco • Daniel Hallman • • Security team including advance 		

<u>Mexican Delegation Members</u> <ul style="list-style-type: none"> • Secretary Pacchiano • • • • Enrique Lendo • Neydi Sagnite Cruz Garcia • Cintia Rubi Amezcua Orellana • • • Security team including advance 		
Identify On-ground transportation needs <ul style="list-style-type: none"> • Local transportation for ministers • Local transportation for delegations and public to welcoming reception and between venues 	Secretariat	
Make plane reservations	Travelers' Home Office	
Make hotel reservations <ul style="list-style-type: none"> • Ministerial and ED accommodations @ Skirvin Reserve a block of rooms at Skirvin & Sheraton	Secretariat	
Submit travel authorizations	Travelers' Home Office	
Advance team departs	Advance/security	
Airport Departure/Arrival Logistics	Security	
Nightly logistics check-in		
6 Resources and Funding		
Secure EPA representational fund from 3rd floor (\$15-25K)	AO (Sarah)	
Party Contributions from three countries for Council Session		
Submit Conference Form (5180)	OITA (Pam)	
Estimate vehicles needed, # of people, and costs for each event		

7 Deliverables		
Order briefing book materials (tabs, binders, etc.) - 15 letter tabs & bind	OITA	May 1st
Identify briefing book master for QA/QC of items for book	OITA/Marta	
Set up briefing book folders on OneDrive	OITA	Luis
Schedule Delivery of Briefing Book <ul style="list-style-type: none"> • Mark/Lisa • Jane • Third Floor 	AO w/OITA	
Prepare Briefing Books Include Background Information (Venues, Bios) Seating plans/charts for each event Hotel layouts	OITA	
Draft Press Release	OPA/OITA	
Draft Ministerial Statement	OITA	
Prepare Council Resolution		
Other (YIC, Videos)		
8 Protocol		
Identify, track, and secure gifts for Ministers		
Flags and Poles		
DOS/Delegations		

DAY 1	Responsible POC	Status/Timeline
JPAC Public Meeting at Sheraton Hotel, OKC <ul style="list-style-type: none"> • Breakfast • Coffee Service • Equipment needed for meeting 		
Ministers' Lunch: Cowboy Museum/Broadway 10/Jones Assembly/Kitchen 324		
Transportation to Lunch at option selected? <ul style="list-style-type: none"> • Vehicles needed: • # of people, including security: • Cost: 		
Delegations & Public Lunch @ Hotel <ul style="list-style-type: none"> • Estimated #: • Estimated Cost: 		
Ministers' Private Curated Tour of National Cowboy and Western Heritage Museum <ul style="list-style-type: none"> • Transportation to and from? • Vehicles needed: • # of people: • Cost: 		
Ministers' transportation to Oklahoma City National Memorial <ul style="list-style-type: none"> • Vehicles needed: • # of people: • Cost: 		
Ministers' Private Visit to Oklahoma City National Memorial and Museum		
Ministers' transportation to JPAC Meeting <ul style="list-style-type: none"> • Vehicles needed: • # of people: • Cost: 		

Official Opening of Council Session <ul style="list-style-type: none"> • Equipment needed: • Mayor/Governor Welcome • Remarks from Administrator Pruitt, Secretary Pacchiano, and Minister McKenna • Entertainment? • Invitation to Ballpark 		
Change into casual clothing		
Ministers' & Delegations' transportation to Chickasaw Ballpark <ul style="list-style-type: none"> • Vehicles needed: • # of people: • Cost: 		
Reception @ Chickasaw Ballpark <ul style="list-style-type: none"> • Estimated #: • Estimated Cost: 		
Ministers + 3 to Private Booth <ul style="list-style-type: none"> • Cost: 		
Transportation to hotel? <ul style="list-style-type: none"> • Vehicles needed: • # of people: • Cost: 		
DAY 2		
Council Session at Sheraton Hotel, OKC <ul style="list-style-type: none"> • Breakfast • Coffee Service 		
Council In-Camera Session		
Council Public Session		
Delegations & Public Transportation to National Cowboy and Western Heritage Museum <ul style="list-style-type: none"> • Vehicles needed: • # of people: • Cost: 		

Lunch at National Cowboy Museum • Estimated #: • Estimated Cost:		
Transportation of Ministers and delegations (only) to University of Oklahoma in Norman		
Ministers and delegations to US National Weather Center at University of Oklahoma for Federal-State-Academic Partnerships & Environment		
Fabrication Lab @ UO for Youth Innovation Component & Innovation Partnerships/Entrepreneurship		
Transportation to Sheraton, OKC • Vehicles needed: • # of people: • Cost:		
Transportation to Closing Dinner • Vehicles needed: • # of people: • Cost:		
Closing Dinner @ Governor's Mansion • Delegations, Secretariat, JPAC • Entertainment? • Official Closing of Council Session • Transfer of Chairmanship and Invitation to 2019 Council Session in Mexico		
Transportation to Hotel • Vehicles needed: • # of people: • Cost:		